



SEATTLE DEPARTMENT OF NEIGHBORHOODS

Neighborhood Matching Fund Program

2011 Small and Simple Projects Fund Application

FOR INTERNAL USE ONLY

Project #:

Date Received:

PROJECT INFORMATION

Project name:

Project address or location:

Briefly describe the project:

Project district (check only one):

- | | | | | | | |
|----------------------------------|-----------------------------------|---|--|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Ballard | <input type="checkbox"/> Delridge | <input type="checkbox"/> East | <input type="checkbox"/> Lake Union | <input type="checkbox"/> North | <input type="checkbox"/> Northwest | <input type="checkbox"/> Southwest |
| <input type="checkbox"/> Central | <input type="checkbox"/> Downtown | <input type="checkbox"/> Greater Duwamish | <input type="checkbox"/> Magnolia / Queen Anne | <input type="checkbox"/> Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Citywide |

For a map of the districts [click here](#).

APPLICANT CONTACT INFORMATION

All NMF correspondence will be mailed to the contact person.

Applicant group:

Project contact person:

Mailing address:

Zip code:

Day/Work phone:

Evening/Home phone:

Home email address:

PROJECT FUNDING REQUEST

TOTAL request from the City (up to \$20,000):

\$

TOTAL value of neighborhood match:

\$

SUPPLEMENTAL INFORMATION

For physical improvement or capital projects, who is the property owner?

Does your group have a current NMF project under contract? ☐ Yes ☐ No

If yes, what is the project name?

NMF PROJECT MANAGER ASSISTANCE

Did you work with a NMF Project Manager? ☐ Yes ☐ No

If yes, provide the name of the NMF Project Manager who assisted you with your application:

NOTE: Prior to submitting an application, groups are encouraged to work with a project manager. A project manager can help applicants develop a more competitive proposal and will review a draft application before the deadline.

The signatory declares that s/he is the elected chair or president of the applicant organization, that a majority of members of the organization's governing board has voted to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein. I agree that clicking the box "submitted electronically" is equivalent to the **elected chairperson/president's** signature on this application form. It certifies that I am **authorized to submit** it on behalf of the organization, the statements herein are true, complete and accurate to the best of my knowledge.

Name (print):

Signature:

☐ Check here if submitting application electronically, in which case a physical signature is not required.

Address/Zip:

Day Phone:

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PROPOSAL NARRATIVE

PROPOSED IDEA

The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. We want to know details about exactly how your project will build a more vibrant community.

- 1) Describe **exactly what you will do**.
- 2) Explain **how the project will benefit the broader community**.
- 3) Explain **why you want to do this project**.

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PROPOSAL NARRATIVE cont'd

PROPOSED IDEA cont'd

PROPOSAL NARRATIVE cont'd

PROPOSED IDEA cont'd

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PROPOSAL NARRATIVE cont'd

4) Use this workplan table to list the **detailed, step-by-step activities** of your project. Identify who will be responsible for carrying out each step or activity. Estimate the month and year each step will be completed.

[illegible]

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PROPOSAL NARRATIVE cont'd

NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING

NMF projects build community by intentionally bringing people together. We want to know who is involved in the project, now and during project implementation. Projects should involve as many diverse groups and individuals as possible and should reflect the demographics of your community, including youth, seniors, immigrants and refugees, renters, homeowners, business organizations, GLBT groups, etc.

- 1) Describe your **steering committee** for this project. Include all steering committee members on the "Community Match Pledge Form" located on page 11.
- 2) Include a detailed **outreach plan** that describes how you will let people know about your project as well as the names or types of individuals and groups you are involving or planning to involve.
- 3) Describe **volunteer opportunities**, showing how people with different interests can all be involved in your project.
- 4) If your NMF funding request includes **hiring people for professional work**, provide a job description highlighting work responsibilities, number of work hours and compensation.

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PROPOSAL NARRATIVE cont'd

NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING cont'd

PROPOSAL NARRATIVE cont'd

NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING cont'd

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PROPOSAL NARRATIVE cont'd

OUTCOMES

A successful project will have a vision for success and be driven by achievable outcomes.

- 1) Talk about how, after your project is completed, your community will be positively changed. Describe **specific outcomes**, both tangible and/or intangible results.
- 2) Describe what **evaluation tools** you will use to measure project success.

OTHER INFORMATION

Please share any additional information we should know about your project.

PROJECT RESOURCES AND READINESS

Widespread and diverse match contributions of cash, volunteer labor, donated professional services and donated materials are indicators of community support. Project readiness means the project has been well-planned and will be successful in raising enough match within the timeframe required.

- 1) Using this worksheet, describe your **budget** and resources for **community match**.
 - **Physical improvement projects** (where something tangible and lasting, such as a playground or public art, is being created) require a 1:1 match (the community match must equal the funding request).
 - **Non-physical projects** (such as design, planning, events, etc.) require a ½:1 match (the community match must equal at least half of the funding request).
 - Count volunteer labor at \$20/hour. Count in-kind professional services at their customary rates, up to a maximum of \$75/hour.
- 2) If you have cash match in-hand, include a **bank statement or a letter from your fiscal sponsor** that documents the amount of cash.
- 3) For projects with cash match to be raised, include a detailed **fundraising plan** that outlines all fundraising activities, how much money is expected from each activity or donor, when activities will occur, a list of foundations and other funders who will be receiving grant proposals and estimated award notification dates.

BUDGET List the project expenses that will be paid with NMF funding. Do not use general categories. Instead, specifically describe and quantify each line item. For paid positions, indicate the rate of pay and number of hours to be worked.

Project Expense Description (staff, professional services, supplies, materials, construction, etc.)	NMF Funding Will Pay For
Example: 2 youth interns x \$20/hr x 25 hrs/intern	\$ 1,000
Example: landscaping materials (compost, plants, gloves, etc.)	\$ 700
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Grand Total	\$

COMMUNITY MATCH List the types of your match. Be detailed.

If your match includes cash, indicate what specific expenses will be paid with cash. If volunteer hours are included, outline the volunteer tasks, number of volunteers, and time commitment.

Community Match Description (volunteer labor, including all steering committee members, in-kind services, donated materials/supplies, cash)		Community Will Provide
Example: room rental (3 meetings @ \$150)	<input checked="" type="checkbox"/> cash <input type="checkbox"/> in-kind	\$ 450
Example: 10 steering committee members x 10hrs/person	<input type="checkbox"/> cash <input checked="" type="checkbox"/> in-kind	\$ 2,000
Volunteer labor: _____ hours @ \$20/hour =		\$
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
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	<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
	<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
Grand Total		\$

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COMMUNITY MATCH PLEDGE FORM

4) Use this table to list all **individuals, businesses or organizations who have already committed to donate volunteer time, materials or services.** Include all steering committee members on this form. (Please note signatures for community match pledges are not required for the application.)

Name	Address/Zip/Phone/Email	Type of Support (please provide specifics below)	Number of Hours	Value of In-kind Donation
Example: Lisa Lee	123 Main Street, Seattle 98104 (206) 555-1234 lisa.lee@handyemail.com	Outreach coordinator <input checked="" type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash	20 hours	\$ 400
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
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		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$

(Continue on the next page if needed.)

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COMMUNITY MATCH PLEDGE FORM cont'd

Name	Address/Zip/Phone/Email	Type of Support (please provide specifics below)	Number of Hours	Value of In-kind Donation
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
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		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$

(Continue on the next page if needed.)

Name	Address/Zip/Phone/Email	Type of Support (please provide specifics below)	Number of Hours	Value of In-kind Donation
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
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		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
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		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		<input type="checkbox"/> volunteer time <input type="checkbox"/> in-kind materials <input type="checkbox"/> donated services <input type="checkbox"/> cash		\$
		Grand Total		\$

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APPLICATION CHECKLIST

- **Must use current version of Adobe Acrobat to use this application.**
- **All relevant application items must be submitted in order for the proposal to be considered for funding.**
- **Submit all application materials in one packet. Items submitted separately will not be considered.**
- **Submit the application only once and only by one method (in person, by mail or electronically).**
- ☐ **Review NMF guidelines.**
- ☐ **Complete all sections of the application. Use only the spaces provided for responses to questions.**
 - Cover page.
 - Proposal narrative.
 - Budget and community match worksheet.
 - Community match pledge form.
- ☐ **Enclose all supplemental information (as needed for your project) with your application packet. Label each of these items with the name of your applicant group.**
 - Enclose letter from property owner or copy of long-term lease agreement (required for physical improvement and capital projects on private property).
 - Enclose supplemental information (optional and as appropriate), including letters of support from other community groups, bank statement or letter from fiscal sponsor documenting cash-in-hand, design drawings, maps, photographs, etc.

Submission Information

IF SUBMITTING ELECTRONICALLY,
FOLLOW THESE INSTRUCTIONS:

- Must have an active email account opened in order to submit the application electronically.
- Check the "submitted electronically" signature box on the cover page. A hand signature is not required if the application is submitted electronically.
- **Save the document** before attaching the application to an electronic mail message. (If you do not save your document, a blank form will be submitted.)
- Send application as an attachment to an email message. Include as the subject line **NMF Submission: Small and Simple Projects Fund Application**. A confirmation will be emailed upon receipt of the application.

IF SUBMITTING IN PERSON OR BY MAIL,
FOLLOW THESE INSTRUCTIONS:

- Do not exceed 13 pages total for the cover page, proposal narrative, workplan, volunteer pledges and budget sections.
- Print all materials on one side only.
- Do not bind or enclose application materials in folders.

BRING your application to: Department of Neighborhoods
700 5th Avenue, 17th Floor
Seattle, WA 98104

or

Neighborhood Service Centers

MAIL your application to: PO Box 94649
Seattle, WA 98124-4649

Deadlines

Small and Simple Projects Fund applications must be received by **5pm** on:

Tuesday, January 18, 2011,

Monday, May 9, 2011, or

Monday, September 12, 2011.

Late applications are not accepted.

Questions?

For more information about the Neighborhood Matching Fund program, please contact us or visit our website.

PHONE: (206) 233-0093

EMAIL: NMFund@seattle.gov

WEBSITE: <http://seattle.gov/neighborhoods/nmf/>